



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist 1 [Classified Competitive]			Salary P/18 \$45,053.25 - \$63,537.62
Posting Number 91-15	Position Number 943030	Number of Positions 1	Posting Period * From: 6/15/15 To: 6/29/15
Location: Dept. of Health/ Family Health Services/ Community Health & Wellness 50 East State Street, 6th Floor, Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under direction of a supervisory official, this position plans, coordinates, implements and evaluates various health systems interventions funded by the NJ Heart Disease and Stroke Prevention Program, and the Diabetes Prevention & Control Program. Serves as program coordinator.</p> <p>Major duties include:</p> <ul style="list-style-type: none"> - Grants Monitoring and Management - Negotiates and monitors contracts or grants; conducts on-site grantee/contractor evaluations (site visits) to monitor compliance with federal, state or local regulations; and provides technical assistance to grantees, health care providers, Federally Qualified Health Centers, and other stakeholders to increase the implementation of quality improvement processes in health systems to control blood pressure and A1c. - Public Health Program Planning and Implementation - Assists in the administrative, analytical and professional work to promote the planning, implementation, monitoring and evaluation of diabetes and heart disease and stroke prevention programs; assists in conducting surveys or other studies to help identify program needs. - Preparation of Internal, State, and Federal Reports and Documents - Reviews, analyzes and prepares written materials such as letters, reports, site visit reports, correspondence and other documents related to the program functions (including, but limited to, budget briefs, legislative analyses, and constituent responses); and responds to internal and external requests for information regarding program activities or requirements. - Assists in work involving budget preparation and State aid requests for the assigned program. <p>Public Health, Health Information Technology, or Health Administration degree is helpful.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.</p> <p>NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #91-15 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTFHS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**